

PUPIL TRANSPORTATION NEWS

KENTUCKY DEPARTMENT OF EDUCATION



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I hope everyone had a great summer and is settling into the school year. It was a very busy summer here at KDE, and we are already working toward coordinating the next 12 months to provide you with the best service possible. As always, do not hesitate to contact KDE if you have any questions.

—[Elisa Hanley](#)

CDL changes – IMPORTANT

The Kentucky Transportation Cabinet (KYTC) is implementing a new system in which drivers or school districts must enter the data and upload documents into the Kentucky One Stop Business Portal. This will require a login and password that the user creates. The portal is to be used for any new driver or any driver who needs to be updated or to include endorsements, renewals, medical cards, applications and self-certifications. Once an item is uploaded, you MUST email KYTC.CDL-SCHOOLBUS@KY.GOV to let them know so the documents can be expedited. If an email is

not sent to the inbox, it may take up to 30 days to process.

Any person utilizing this system must review the training documents found [here](#). This will not be an option in the future and is beyond KDE's control. KDE will not have any access to this site or its contents. KYTC will contact the person who submits the documents directly if there are any issues.

If you are having trouble creating or using your account, please review the [FAQs](#). If you still have questions, please call (502) 782-8930 or email KYBOS.SUPPORT@ky.gov.

Commercial driver's license verification of status

Commercial vehicle drivers and employers can verify their certifications are up to date with state requirements by going online. The CDL Verification Portal, launched by the Kentucky Transportation Cabinet's Division of Driver Licensing, is designed to give commercial driver license (CDL) holders and their

employers the ability to check the receipt and processing of their documents at any time.

In order to check the status of drivers on the website, a user must have the name, Kentucky license number and date of birth of the driver. User instructions can be found on the website.



Upcoming training classes

Kentucky Association of Pupil Transportation (KAPT)

The Kentucky Association of Pupil Transportation (KAPT) will be holding its annual fall seminar from 8 a.m. to 4 p.m. Sept. 21-22 at the Embassy Suites Lexington, (1801 Newtown Pike). EILA credit will be provided.

Commissioner of Education Stephen Pruitt will be attending. Any transportation personnel are welcome to this training. KAPT membership is not required to attend.

Some of the topics to be discussed are diversity/equity (multi-culture buses), transportation risk management, best organizational structure for a transportation department, monitor training, positive behavior reinforcement for students (PBIS), round-table discussion and many more.

To register, please visit [KAPT's website](#).

KDE training

KDE will be holding a new directors orientation from 8 a.m. to 4:30 p.m. Oct. 29 at the 300 Building in Frankfort (300 Sower Blvd.) in Training Room C on the 1st floor. EILA credit will be provided.

This is recommended for any new director or assistant director that has not attended previously. This is the same orientation that was provided in October 2016.

As a director, it is important to understand what is required of you and your team, as well as how to utilize your team. This class will have numerous presenters and you will be provided a lot of information to take back to your district. Upon leaving the class you will have the basic knowledge of what is expected of you and your team by KDE and where your resources are should you need assistance in the future. This class is limited to 50 people.

Areas of coverage will include: evacuations, safety training, McKinney Vento, T-codes, SEEK funding, reimbursements and how to enter them into SEEK, school bus purchasing, selling, KISTA purchasing and selling, driver training, driver database, incident reporting, preschool transportation, records retention and contractor visits.

To sign up, please go [here](#).

Reminder: 15-passenger vans cannot be used to transport Kentucky students

The safest form of transportation to transport school children to and from school or school activities is a school bus. Per the [National Highway Transportation Safety Administration](#) (NHTSA), students are about 70 times more likely to get to school safely when taking a school bus instead of traveling by car. Buses are the [most regulated vehicles on the road](#), they're designed to be safer than passenger vehicles in preventing crashes and injuries and in every state, stop-arm laws protect children from other motorists.

There are federal guidelines for 15 passenger vans set forth by NHTSA. The Safety Act prohibits a school or school system from purchasing or leasing

a new 15-passenger van if it will be used significantly by or on behalf of the school or school system to transport preprimary, primary or secondary school students to or from school or related events.

A school in violation of this requirement may be subject to substantial civil penalties under the Safety Act.

Kentucky Revised Statute 156.153 also prohibits the use of passenger vans that transport more than nine passengers.

Kentucky Administrative Regulation 702 KAR 5:130 further provides guidance on the requirements for vehicles that carry nine passengers or less.

If you have any questions, please email [John Wyatt](#) or [Elisa Hanley](#)



School bus inventory – due by Oct. 30

School bus inventory opened Sept. 1 and is due by Oct. 30. KDE will be changing how the inventory is done. Along with the PDF file, an Excel file will be uploaded to the web-site. We ask that you make all changes in RED and cross off any inventory that is not needed. Step-by-step instructions and a PowerPoint will be created to show how to make the changes. This will make it easier to read and will be much

easier to follow. We appreciate your corporation with this new format.

Once KDE uploads and makes corrections, you will be asked to verify the updates that have been made. This will be the final inventory until next year. It is extremely important this is completed as it does effect SEEK transportation funding.

KISTA bus orders – Aug. 1-Oct. 1

Starting in August, districts should be speaking to their boards about ordering new buses. If a district is planning on utilizing the Kentucky Interlocal School Transportation Association (KISTA), it must contact [Lincoln Theinhert](#) of Ross, Sinclair and Associates (RSA) before Nov. 1. There are required documents and a process that the request must go through before any order can be approved. This is not an automatic approval process. Along with the KISTA paperwork, your order must be submitted online to KDE by Nov. 15 for processing and approval. Any order that requests KISTA but did not go through RSA will not be approved for financing and will be rejected.

Bus ordering – due by Nov. 15

Bus ordering will open by Oct. 1. By this time, districts should have reviewed the pricing guide, decided what they wanted, spoken to their boards and received approval. The bus ordering window for May delivery closes Nov. 15. Any order after this date is not guaranteed to be delivered by May. These dates are firm as the vendors plan their winter

build with the numbers provided.

KDE receives the best pricing by having a winter build. Ordering for this build allows each district to have their buses by May and allows the buses to be road tested before the start of the next school year. Please plan ahead and help KDE keep winter build pricing.

Email addresses for personnel

KDE is trying update our records and ensure we are contacting the correct person. Along with this, we are working on providing resources. One of those resources is utilizing SharePoint. SharePoint requires a login, which is a school email address and password. In order for the lead technician, driver trainer or other authorized person to upload documents to the required locations, a school email address will be needed. Many driver trainers are using personal email addresses to transmit personal information of drivers.

A school email address has securities built in and driver trainers work with personally identifiable information (PII). Utilizing third-party email servers does not provide a safe environment for transmitting PII.

Per 701 KAR 5:120 Section 4 (3), “A school district shall include in its acceptable use policies provisions which prohibit students, faculty, staff and others with network access from using district resources to establish Internet email accounts through third party providers or any other nonstandard electronic mail system.”

Please work with your district web administrator to get your lead technicians, driver trainers and other authorized personnel district email addresses.

American Sign Language link for school bus drivers

Emma Riley, KDE’s state schools liaison, has put together some basic but very important vocabulary to communicate in American Sign Language (ASL).

Please share this resource with your drivers and driver

trainers.

When watching the video, you may pause between each word utilizing the “enter” button or the spacebar.

This video can be found [here](#).



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2017 poster contest winners

Kentucky Department of Education
1st Place Winner, Division 3
2017 School Bus Safety Poster Contest
is hereby granted to:

Madisyn Kelley



Each year KDE participates in the National School Bus Safety Poster Contest. There are five categories that students may participate in. Please plan ahead and encourage your district to participate. The winner of the national poster contest not only wins a cash prize, but also is featured on the following year's National School Bus Safety Week advertisements.

This year, nine school districts participated in three categories, sending three students to nationals. There were no entries for the computer-aided drawing or special education categories.

The 2018 poster contest runs through May 1. The website will be updated with instructions. Please print and put them in the mailboxes of the art teachers.

Kentucky Department of Education
1st Place Winner, Division 1
2017 School Bus Safety Poster Contest
is hereby granted to:

Jahlee Reinecke



1st Place Winner, Division 4
2017 School Bus Safety Poster Contest
is hereby granted to:

Jaxson Liening



Stop-arm violations

What is your district doing to help limit the number of stop-arm violations that are happening to your drivers? What can you do?

This summer, driver trainers were reminded of the proper procedures for stopping at a bus stop. It was reiterated not only at the six-hour updates, but also at the Kentucky Association of Pupil Transportation (KAPT) and Student Transportation Association of Kentucky (STAK) conferences. It is extremely important that drivers are doing all they can to stop appropriately and the drivers around them time to stop. There are too many instances of drivers putting out their stop sign while still rolling.

As a director or driver trainer, it is your responsibility to ensure your drivers are following the proper procedures.



You might ask how you can do this. EVALUATIONS! Watch the videos on the buses, ride with the driver or be somewhere on the routes. Also, make sure you are sharing the information provided by KDE with your drivers. KDE speaks directly to directors and driver trainers, and it is the expectation that that knowledge is shared with the drivers. Utilize your driver trainers to help do evaluations and watch videos.

The [KDE website](#) and the [Directors of Pupil Transportation SharePoint site](#) is full of information that will help you convey the messages, to include the six hour update presentations. The [Student Transportation Association of Kentucky](#) (STAK) has already posted the presentations from 2017 and also has 2016 presentations. Utilize them.

Drug and alcohol testing and reasonable suspicion – required training

The Kentucky Association of Pupil Transportation (KAPT) and Student Transportation Association of Kentucky (STAK) conferences provided reasonable suspicion training for attendees this year. For those who did not attend the training, below are the Federal Motor Carrier Safety Administration requirements for your training. You may also contact the company you use for drug testing to receive this training and have your supervisors trained.

What you need to know from the [FMCSA](#):

49 CFR 382.603 is the applicable regulation requiring supervisors of commercial motor vehicle drivers who operate vehicles that require a commercial driver license to take 60 minutes of training on the symptoms of alcohol abuse and another 60 minutes of training on the symptoms of controlled substances use (120 minutes in total). The purpose of this training is to teach supervisors to identify circumstances and indicators that may create reasonable suspicion that a driver is using or under the influence of alcohol or drugs, supporting referral of an employee for testing.

If you operate vehicles that require a CDL on the public roads and you have more than one employee in the company, you are required to get DOT supervisor training. To verify if you are subject to the drug and alcohol regulations, visit <http://www.dot.gov/odapc/am-i-covered>

Employers need to ensure that the required content is made available to all persons designated to supervise drivers. Information can be found at [/regulations/drug-alcohol-testing/what-are-my-employee-and-supervisor-training-responsibilities](#)

There is no requirement that you go through the company that sent you a solicitation. Below are a few suggestions on how you can get all of your employees designated to supervise CDL drivers trained.

The Federal Transit Administration provides a reasonable suspicion training video at <http://transit-safety.volpe.dot.gov/DrugAndAlcohol/Tools/ReasonableSuspicion.aspx>

For more information on drug and alcohol regulations, visit [/regulations/drug-alcohol-testing/overview-drug-and-alcohol-rules](#)

Applicants wanted for paid apprentice positions with local highway garages

Do you know a high school student who is interested in going into diesel technology? The Kentucky Community and Technical College System (KCTCS) is accepting applicants to gain paid, hands-on experience with local Department of Highways maintenance garages through the Kentucky Transportation Cabinet's (KYTC) new Transportation Mechanic Apprenticeship Program (TMAP).

How does this help you? When the apprentices complete their program, they will have a nationally recognized certification and will be available to hire in your garage.

TMAP candidates can access additional information about the program and download an application at transportation.ky.gov/Education or can email [Ramona Brock](#). The deadline to submit a TMAP application is Sept. 15.

Illegal passing of school buses

As you may already be aware, KDE was able to get 51 billboards on the dangers of illegally passing a school bus throughout the state this year. Unfortunately we cannot get one for every district in every area. You may be wondering how the districts were chosen and why you did not get one. As with any campaign, you must look at the data and concentrate on the highest areas of impact. For this year, we utilized the data from the Administrative Office of the Courts, which showed the districts that are reporting their illegal passing incidents. We also utilized the data from the April 26 illegal passing survey and the most populated school districts in the state.

Those items alone did not necessarily get a district a billboard, as we also needed to go where the companies had the availability. Unfortunately, some districts that had the highest reporting and most need still did not get one. If you have a blank billboard in your area, call the company that owns it and see if it is willing to donate the space to your district. You may need

to pay for the printing and installation, or the company may take care of it all.

What are other ways you can help? Start at the schools. Don't allow teachers, students, parents or anyone else to pass a stopped school bus. Participate with the illegal passing survey in April 2018. Delegate a driver trainer or other transportation person if you cannot do it yourself, and contact local law enforcement to build the relationship with

them to help stop the incidents.

As a district, if you do not already know where your trouble areas are, do your own survey and take those numbers to local law enforcement and see if it is willing to put



patrols in the areas.

At a recent conference, there were campaigns similar to click-it-or-ticket for illegal passing. Lastly, don't give up! It takes a lot of work, but if it saves one life, it's worth it!

Utilize this [best practices guide from NHTSA](#) to help you address the issue in your school district.

Technicians' corner

Inspector instructors needed in Western Kentucky

Directors, KDE is in need of two or three inspector instructors in southwestern Kentucky to cover for training new inspectors as needed for the area and for four-hour updates. This person must have the ability to teach and mentor other inspectors. We are looking for someone who will work well with other inspectors and instructors, will turn in the required paperwork to KDE and has a good running shop that can be used as a classroom for inspectors that are being certified.

Requirements: At least 10 years working with school buses, teaching ability, coaching ability, availability to teach at least one four-hour update each year, must attend the four-hour update inspector instructor class in Lexington each year, high standards. Inspector instructors are utilized for their knowledge, skills and abilities in updating the KDE program and for update content. All KDE-scheduled classes will be reimbursed at the inspector instructor's regular rate of pay. Any required overnight stays and mileage will also be reimbursed at the state mileage rate.

If you have an interested candidate that will do well in this role, please email [Carl Meehan](#) or [Elisa Hanley](#).

Whose job is it anyway?

It is the responsibility of the driver to keep a clean bus. A school bus is scheduled to go into the shop for inspection and repair each month. Many times, technicians are faced with a dirty bus that they should not be expected to work in. Please remember, a technician does not want to lay on the floor of a dirty bus and should not be expected to do so. It is the director and driver trainer's responsibility to address these issues with the drivers.

At the same time, a driver should not be expected to drive in a bus that has torn seats with components exposed. Technicians and drivers need to have a mutual respect for each other and understand their responsibilities. Build that teamwork to help both sides become one team.



Seat foam covers

Do you know why KDE consistently deadlines buses with torn bus seats? Because the foam beneath the Kevlar is not only a fire hazard, but it releases hazardous chemicals that are dangerous and cause trouble breathing, cause a person to pass out or even worse, thus not being able to evacuate

himself or herself. The Kevlar protects the seat from releasing those chemicals.

Please talk to your drivers and technicians about the importance of fixing or replacing seat covers as incidences occur. Do not wait until the end of the school year.

National School Bus Safety Week (NSBSW)

National School Bus Safety Week is Oct. 16-20, and the theme is #STOP ON RED!

National School Bus Safety Week is an active and evolving public education program and an excellent way for parents, students, teachers, motorists, school bus operators, school administrators and other interested parties to join forces and address the importance of school bus safety. Designed to promote school bus safety, school districts throughout the country observe School Bus Safety Week, held during the third week in October each year.

American Traffic Solutions has created a toolkit to help school districts get the message out. Please utilize it to get the message out to your area. Don't be afraid to reach out to your local media to do a story or two prior to National School Bus Safety Week so that it can air during that week.

Please send any stories you do to [Elisa Hanley](#) so they can be shared with other districts and staff.

Inventory

It has been noticed during inspections that several districts still have old inventory in stock that is no longer needed. This not only clutters up your garages, but it is also invalid inventory that is being counted during the annual inventory.

It also has been found that some districts are not keeping appropriate inventory on hand. It is extremely important to have inventory that is being used on a regular basis on hand. There should always be oil filters, brakes, brake drums, wipers, light bulbs, et cetera on hand. This helps keep buses up and running with minimal down time.

All school bus maintenance facilities should have an inventory of those school bus parts whose flow generates the need for stock requirements. Inventory control should be accomplished by a perpetual inventory system with parts entry and removal recorded daily. A fiscal inventory should be conducted annually.

Per the Bus Inspector Manual, a fiscal inventory is required biannually on June 30 and Dec. 31. Sample documents can be located in the manual. KDE will be asking to see the biannual inventory reports as it comes to do reviews. Doing the biannual review is a good time to get rid of obsolete parts that are taking up space.

Contact Information

Elisa Hanley – Section Supervisor
(502) 564-5279 ext. 4406

elisa.hanley@education.ky.gov

John Wyatt – Training
(502) 564-5279 ext. 4421

john.wyatt@education.ky.gov

Monica Napier – Data Submission
(502) 564-5279 ext. 4436

monica.napier@education.ky.gov

Carl Meehan- Bus Specifications
502 564 5279 x 4406

Carl.Meehan@education.ky.gov

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